

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110037-5

REPORTS INVENTORY						DDS/OF-105	
PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) Distribution of Operating Allowance Fan Account Target Amounts (Forms no. 2668, 2668a)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY <input checked="" type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) as required		6. DISTRIBUTION (No. of components not number of copies) 2			
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. (by PPB) <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div> 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR		
GS-10	\$ 5.75	1/2	\$ 2.88	3 est	\$ 8.64		
GS-13	9.94	1/4	2.49	3 est	7.47		
		3/4	\$ 5.37		\$16.11		
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR					\$ 16.11		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. <p align="center">Required by OCS through DD/S and PPB to provide input data and adjustments as necessary for computer on distribution of allocation and/or Temporary Operating Allowance by Fan Account.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					<input checked="" type="checkbox"/> OTHER (explain) to be determined by OCS		
					ESTIMATED SAVINGS		
					MAN-HOURS DOLLARS		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION		

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